



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 4

**Agenda Date:** October 10, 2023

**In Control:** Audit Committee

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU22-019 Audit of SAFD Hazardous Material Inspections.

**SUMMARY:**

Determine if controls over San Antonio Fire Department's (SAFD) HazMat inspection program are adequate to ensure appropriate and timely inspections.

**BACKGROUND INFORMATION:**

Background

The SAFD Fire Prevention Division maintains a HazMat inspection program consisting of approximately 4,000 facilities. The program is managed by one HazMat Fire Captain, one HazMat Fire Lieutenant and two HazMat Fire Engineers. Any facility within the City of San Antonio using, storing, or disposing of hazardous materials weighing over 100 pounds is subject to inspection.

HazMat facilities are identified through the Certificate of Occupancy (COO) application process by the DSD Plan Review Division. If hazardous material is confirmed onsite, the facility must acquire a HazMat permit to receive routine inspections. Facilities are then assigned a priority classification, ranging from marginally to highly hazardous, determining the frequency of subsequent inspections (once every one, two, or three years).

These inspections are documented in Accela, the City's online permitting system. Additionally, permit fee billing is performed out of Accela. Fees (ranging between \$150 and \$3,930) are applied based on the quantity of HazMat present and are due on an annual basis. Revenue approximated \$1.6M for both FY 2021 and 2022.

### Scope & Methodology

The audit scope included HazMat facility inspections, required training, permit fee billing and collection, and reported Accela issues for FY 2021 through 2023.

### Conclusions

Controls over SAFD's HazMat inspection program are working to ensure previously identified HazMat facilities are subject to inspection. Additionally, SAFD staff have received necessary training.

However, the audit team identified areas in which controls should be strengthened to improve the accuracy over facility identification, re-inspections, permit fee billing, and Accela system data.

We provided recommendations to management to strengthen controls and resolve identified issues. SAFD Management agreed with the audit findings and has developed positive action plans to address them.

### **ISSUE:**

This item is presented for acceptance by the Audit Committee.

### **FISCAL IMPACT:**

NA

### **ALTERNATIVES:**

None

### **RECOMMENDATION:**

Staff recommends acceptance of this report.

